



**MINUTES FOR TEXAS REAL ESTATE COMMISSION  
EDUCATION STANDARDS ADVISORY COMMITTEE (ESAC)**

Conference Room 400A, TREC Headquarters Office  
1700 N. Congress, Austin, Texas

**April 7, 2015 10:00 a.m.**

**1. Call to order**

The meeting was called to order at 10:05 a.m.

Members in Attendance: Susan Jones, Dianne McCoy, Bob Baker, Bill Evans, Andy Hemmings, Ronny Willis, Dave Dalzell, Bill Bradshaw, Pat Strong, Rebecca Ray, Rita Klein, Rick Albers, Philip Schoewe

Guests in Attendance: Mike Handcock, Lynn Morgan, Stan Harbuck, Donna Harbuck, Ed Doran, Ken Trussell

Staff in Attendance: Kerri Lewis, Gwen Jackson, Jennifer Wheeler, Christine Anderson, Janell Senn

**2. Discussion and possible action to approve the January 6, 2015 meeting minutes**

The minutes were approved with no changes.

**3. Report on March 31, 2015 ESAC work group meeting on course delivery criteria**

Susan Jones gave an overview to the full committee on the working group meeting. The committee reviewed suggestions made by college and university attendees and considered those comments throughout the rest of the meeting.

**4. Public comment on non-agenda items**

No comments were received.

**5. Discussion and possible action regarding distance course delivery criteria and additional ESAC work group meetings**

The committee decided not to plan any further working group meetings at this time.

The committee then began work on a criteria matrix for all course types to help layout standards for each. This included qualifying courses, mandatory CE and elective CE. The completed document will be presented to the group, along with any subsequent rule proposals at the next meeting.

**6. Discussion and possible action regarding qualifying instructor requirements**

Jennifer Wheeler presented staff research as requested by the committee. Staff compared requirements from other jurisdictions and presented the committee with a draft proposed list of instructor qualifications based on courses they will be teaching. Kerri Lewis will be drafting proposed rules for the committee based on their recommendations that will be reviewed at their next meeting. Jennifer will be updating the form so it may be adopted for official use by the Commission.

**7. Discussion and possible action regarding guidelines for acceptable courses for adult education training for instructors**

Jennifer Wheeler presented requested research of other jurisdictions' requirements and courses that may have acceptable criteria based on previous ESAC meetings. The group reviewed several programs and their requirements and made changes to the draft form that was presented by Jennifer. The committee voted to approve the "Texas Instructor Training Course Form" with their changes and it will be presented at to the Commission at their next meeting.

**8. Discussion and possible action regarding determination of the examination passage rate for a provider**

The committee reviewed the current passage rate determination methods and issues. After discussion, Kerri Lewis will be meeting it the TREC ITS staff to determine what methods can be used to improve the reporting while using the data from the database. She will report back to the committee at the next meeting.

**9. Discussion and possible action regarding time and agenda items for next meeting**

The next committee meeting will be held on June 17<sup>th</sup> at 10am in Austin.

**10. Adjourn**

Adjourned at 2:10pm